# Norfolk Record Office Partner Form

If your organization would like support from the Norfolk Record Office to help you work with your collections, please complete this form. We will use the information to write our funding application and to draw up a partnership agreement. Details on how the NRO processes personal data can be obtained from [Norfolk County County’s privacy notices](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Name of your organization** | | | | | | |
|  | | | | | | | |
| **2.** | **Contact name and role (if applicable)** | | | | | | |
|  | | | | | | | |
| **3.** | **Contact’s email address** | | | | | | |
|  | | | | | | | |
| **4.** | **Contact’s telephone number** | | | | | | |
|  | | | | | | | |
| **5.** | **Contact’s postal address** | | | | | | |
|  | | | | | | | |
| **6.** | **How many members does your organization have?** | | | | | | |
|  | | | | | | | |
| **7.** | **How long have you been collecting archives?** | | | | | | |
|  | | | | | | | |
| **8.** | **Please provide a basic description of your collections.** | | | | | | |
|  | | | | | | | |
| **9.** | **Briefly describe your current activities and your priorities for the future?** | | | | | | |
|  | | | | | | | |
| **10.** | **Which types of collection work activities could a Community Archivist help you with? (Please tick as many as are relevant)** | | | | | | |
|  | Cataloguing | |  |  | Oral history recording | | |
|  | Digitization | |  |  | Planning exhibitions and web pages | | |
|  | Preservation | |  |  | Other |  | |
| **11.** | **If you have more details about the activities you would like to carry out, please enter them here.** | | | | | | |
|  | | | | | | | |
| **12.** | **Do you think you will require any equipment or materials to complete the activities described above? Please provide details.** | | | | | | |
|  | | | | | | | |
| **13.** | **Would you be able to make a commitment that two or more people would meet and work with a community archivist for a minimum of half a day, ten times for each of the activities you have ticked in question 10?** | | | | | | |
|  | Yes |  | No | | | |  |
| **14.** | **Are you prepared to allow a community archivist to work on your collections? This may require them to be borrowed on a very short-term temporary basis by the Norfolk Record Office.** | | | | | | |
|  | Yes |  | No | | | |  |